

State Implementation Plan (SIP) Section Internship:
Air Programs Branch (APB)

Workplace: USEPA Region 2, New York, NY.

Duration: Internships generally run for a period of 3 months and can begin at any time during the year.

Position Type: Unpaid/Volunteer. College credit available; by arrangement with student and academic advisor if for credit or in fulfillment of degree or curriculum requirement.

Description: The intern's duties and responsibilities involve assisting other engineers and scientists in the Environmental Protection Agency Region 2 Office of Air Programs. The intern will be involved with the Air Program's development of clean air plans, specifically, State Implementation Plans to control ozone and particulate matter pollution and to address Regional Haze to improve visibility. In addition, the intern will provide assistance in reporting ozone air quality data and developing emission inventory reports for EPA Region 2 jurisdictions including New Jersey, New York, Puerto Rico, the Virgin Islands and the Saint Regis Mohawk Tribe.

The intern will perform the following duties and responsibilities:

- Researching Greenhouse Gas emission inventories from different sectors and extracting specific information and data to determine the amount of pollution being emitted and successful emission reduction actions.
- Aiding in the development of Federal Register notices for EPA rulemaking actions.
- Organizing and analyzing technical data for emissions inventory charts and for ambient air quality data.
- Maintaining and updating organizational data files including an Ozone Data Report and the Region's website charts for EPA-approved state regulations.
- Keeping abreast of developments in the Air program and the Regional Office through organizational and industrial news via email and the Internet.
- Professional Development through learning organization decorum and by interacting with EPA employees and clients.
- Assisting technical staff as necessary including reviewing and organizing PowerPoint presentations and developing summary charts of air quality standards.

The intern will gain knowledge of the following federal policies and regulations:

- Measures taken by EPA to implement the Clean Air Act (CAA).
- National Ambient Air Quality Standards (NAAQS) and how it is used to designate areas for exceeding levels of criteria pollutants.
- Rules of the Regional Haze Program to prevent or remedy impairment of visibility in Class I areas caused by emissions of air pollutants.
- Requirements of the states to submit State Implementation Plans (SIP) to EPA.
- How Air Quality Index (AQI) is used to monitor air pollutant concentrations in different areas and to alert the public of unhealthy air quality.

The intern will have the opportunity to:

- Attend meetings where they learn more about environmental issues.
- Gain political skills.
- Understand the larger context of environmental projects that are taking place.
- Understand EPA's mission, goals, structure, and funding strategies.
- Form a professional environmental network.

Qualifications: Candidates working toward an undergraduate or graduate degree in Environmental Science, Policy, Public Health, and/or Engineering are encouraged to apply; students pursuing degrees in other areas, such as political science or communications, also will be considered. The ideal candidate will have strong communication, analytical, and computer skills, including word-processing, database, spreadsheets, and presentation software. S/he should be a self-starter and have an understanding of and/or experience in the areas of environmental management, policy, science, and communications. The ideal candidate should also be able to:

- communicate effectively orally and in writing with a diverse group of people
- balance multiple tasks
- research and analyze information, options and topics, and respond to inquiries
- interact collaboratively as part of a team to accomplish specific goals

Employment Requirements and Application Instructions

Employment Requirements

The ideal candidate would be nearing the completion of his or her academic studies, graduate or undergraduate, as stated above under "Qualifications". Both full-time and part-time students are eligible for this program. Below is a list of requirements for the Internship Program:

- Employment is voluntary, based on a for-credit or other curriculum requirement.
- Length of service is a minimum of 3 months.
- Although U.S. citizenship is not required, non-U.S. citizens must be students who are lawfully admitted for either permanent residence or on a current student visa.
- Candidates must be currently enrolled in an undergraduate or graduate program.

How To Apply

To apply, qualified students should submit the following paperwork:

- 1) Letter of Recommendation, on the institution's letterhead, from a Faculty Advisor or other School Official, with signature.
- 2) Current Resume
- 3) Copy of the student's academic transcript.

All information can be provided electronically. An original copy of item 1) will be required if selected for the position.

Once this information is received, it will be reviewed, and interviews will be set up with

promising candidates. If interested in this position, please respond via email, in writing, or by phone, to the Agency Contact below:

Ariel Iglesias, Deputy Director Division of
Environmental Planning and Protection U.S. EPA
Region 2
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Please feel free to contact us if you have any questions. Thank you for your interest, and we look forward to hearing from you.

